Approved For Release 2001/07/12 : CIA-RDP78-05252A000300070090-0

CONFIDENTIAL

15 February 1956

Chief, Technical Accounting Staff

Chief, Finance Division

Travel Advances

REF : [redacted] 25X1A

1. Applicable Agency Regulations limit advances of official funds to the estimated reimburseable expenses to be incurred in connection with official travel.

2. Recently a problem has arisen in several cases wherein field stations have advanced funds, or purchased transportation, to cover cost of travel by employees by indirect routes where such indirect routes were taken solely for the convenience of the employee, and, therefore, refund of excess cost was required of the employee.

3. Inasmuch as the excess cost of travel attributable to the indirect route is a personal expense of the traveler, it is not proper to advance official funds or to provide transportation at Agency expense, to cover such excess cost. 25X1A

4. It is recommended that appropriate Headquarters [redacted] be prepared to bring to the attention of all stations that official funds may not be advanced to cover the portion of travel cost attributable to indirect travel for the convenience of the traveler, and that if transportation is purchased for such travelers, Agency funds should be used only to the extent required to cover cost of direct travel.

[redacted] 25X1A

FD/LEB:mhp

Document No. 19
No Change In Class. ☐
☐ Declassified
Class. Changed To: TS S (C)
Auth.: HR 70-2 22-9-78 By: 35
Date: ____

CONFIDENTIAL

Approved For Release 2001/07/12 : CIA-RDP78-05252A000300070090-0